



VACANCY ANNOUNCEMENT

Post Title: Data Management Assistant

Duty Station: Guatemala

Duration of Assignment: 03 April – 31 December 2017 (3-month probation)

Type of Contract: Local Individual Contract Agreement – UNOPS

Employment Conditions: Between GTQ 10,400 – 11,500/monthly and medical insurance

Important Notice: People interested in applying for this position must be Nationals from Guatemala or must hold a valid work permit in Guatemala.

Qualified candidates who are interested in the below position are invited to submit their written application, attaching a UN Personal History Form (P.11) and motivation letter (1 page maximum), **not later than March 12th, 2017**. Application documents should be sent by email to UNHCR (panpa@unhcr.org and guatemala@unhcr.org), including the reference of ROPAN “Data Management Assistant Application UNHCR Guatemala” in the subject field.

Due to the foreseen number of applications, only persons shortlisted will be contacted.

General Background of Project or Assignment:

The Data Management Assistant will function under the supervision of the Head of National Office in close coordination and consultation with the Regional Information Management Officer. The incumbent will provide assistance for the management of data collection and reporting activities of the operation, to ensure the Office has reliable and up-to-date data on persons of concern. The incumbent operationalizes data standards developed at the regional level, compiles and explores data from all populations of concern. S/he supports the Programme Team and UNHCR's implementing partners in the choice of indicators for monitoring to be included in sub-agreements as well as the Protection Team in operationalizing protection monitoring systems.

S/he is required to have basic conceptual knowledge of the profession, be dynamic and able to take on higher responsibility progressively. In performing his/her functions, the incumbent will refer to official UN and UNHCR manuals and guidelines. Upon receiving instructions from the supervisor, the Data Management Assistant is also expected to have contacts within the organization and outside the duty station, as well as with partners and other stakeholders to collect information, support data management activities and implement administrative requirements.

The United Nations High Commissioner for Refugees (UNHCR) is the UN Agency dedicated to protect the rights and seek durable solutions of people who have been forced to flee, including refugees, returnees, stateless people, the internally displaced and asylum-seekers. UNHCR has presence in more than 125 countries.

The National Office in Guatemala opened in 2015 in order to strengthen UNHCR's protection work in the region as part of the UNHCR's Regional Protection and Solutions Strategy for the Northern Triangle of Central America.

Purpose and scope of assignment:

Under the direct supervision of the UNHCR Head of National Office and in direct coordination with the Regional Information Officer for Central America, the Data Management Assistant will undertake the following tasks:

- Collect, collate and process information and perform data quality and consistency control
- Compile and aggregate information elements required to produce standardized information products for PI purposes
- Assist in compilation of data and statistics for various reports, including UNHCR statistical reports (MYSR and ASR).
- Support the management and maintenance of UNHCR or partner agencies databases related to persons of concern (i.e. ProGres) and generate various statistical reports.
- Support UNHCR and partners in the choice of indicators for programme monitoring and the design of data/information collection plans for baseline and context-specific data
- Support protection colleagues and partners in operationalizing protection monitoring systems (forms, methodologies, data management)
- Operationalize and promote UNHCR data standards
- Contribute to the preparation of reports and project documents by providing information, preparing tables and drafting routine correspondence and reports.
- Support and leverage geographic data for map production and use in geographic information systems (GIS)
- Share UNHCR data with partner agencies and support the maintenance of Portal data and information in-line with agreed frequencies.
- Support profiling and needs assessment processes, specifically in data collection, processing/collation and data exploration
- Assist in the development of forms for data collection and analysis, if requested.
- Perform any other duty, as requested.

Monitoring and Progress Control:

- The Office has reliable, consistent and up-to-date data on persons of concern
- Statistical reports, including summary statistics produced
- Contribution to reports and project documents through provision of information
- Collection of data to ensure monthly reporting on key indicators
- Standardized information for PI purpose produced (i.e. infographics, maps).
- Forms for data collection and analysis developed.

Travel plan:

- Should be available for missions to Central American countries as required, inter alia to attend trainings, support the coordination of events/meetings related to info – data management.

Competencies of the Data Management Assistant:

Professionalism

- Good knowledge of institutional mandates and policies related to international protection, human rights and migration.
- Good analytical and research skills, ability to evaluate and integrate information from a variety of sources.
- Takes responsibility for incorporating a gender, children and diversity perspective in the project.
- Good knowledge and/or experience of the United Nations system or Humanitarian stakeholders and its mechanisms.

Communication

- Strong communication skills (spoken, written and presentational), including the ability to produce written reports in a clear, concise style, to deliver training presentations to external audiences as well as to build and maintain effective partnerships.

Planning & organizing

- Ability to establish priorities and to plan work assignments, handle competing demands and work under pressure of frequent and tight deadlines.
- Ability to work independently, with little supervision and keep to task.

Teamwork

- Proven interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Willingness to learn from others;
- Places team agenda before personal agenda, sharing credit for team accomplishments and accepting joint responsibility for team shortcomings.

Qualifications and experience:

- Completion of the Secondary Education with post-secondary training in information technology, demography, statistics, social sciences or any related area.
- Minimum 3 years of previous relevant job experience.
- Advanced Excel skills (e.g. pivot tables, functions, etc.).
- Proven skills to analyze statistical information
- Experience with handling confidential data and demonstrated understanding of different data collection methodologies
- Fluency in English and Spanish.